



State of New Jersey
DEPARTMENT OF HEALTH
DIVISION OF FAMILY HEALTH SERVICES
PO BOX 364
TRENTON, N.J. 08625-0364

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

www.nj.gov/health

MARY E. O'DOWD, M.P.H.
Commissioner

REQUEST FOR APPLICATION (RFA)

2015 PRE-DOCTORAL AND POST-DOCTORAL CANCER RESEARCH SCHOLAR AWARDS

RFA Release Date:	October 13, 2014
Submission Date for Letter of Intent:	October 28, 2014
Bidder's Conference:	October 31, 2014
Application Submission Date:	November 20, 2014
Application Process in SAGE:	January 12, 2015

PURPOSE:

The New Jersey Commission on Cancer Research (NJCCR) in collaboration with the New Jersey Department of Health provides fellowship awards to attract and retain talented young scientists who wish to pursue a career in cancer research in New Jersey non-profit research institutions. An independent evaluation of the NJCCR Pre- and Post-Doctoral awards programs has indicated that award recipients contribute significantly to their laboratories by identifying new research directions that improve opportunities for grants and contracts. Additionally, almost 70% of postdoctoral fellows go on to pursue successful research careers in academia and the private sector.

In addition, all applications should address at least one or more of the following State-level program goals:

- ◆ Increasing the number of new investigators, new grants and new products in New Jersey.
- ◆ Increasing national research dollars brought into New Jersey.
- ◆ Supporting state capacity to rapidly translate discovery to clinical care.
- ◆ Expanding strategically important shared resources.

TYPE OF RFA:

This is an open and competitive cancer research fellowship program, based on a National Institutes of Health (NIH) system of scientific review that is available to all non-profit research institutions, cancer centers, hospitals or scientific agencies in New Jersey who meet the minimum eligibility requirements described in the section below.

Graduate and postdoctoral candidates must apply for this award through an authorized individual at their University or Institution. Applications from candidates will not be accepted.

Each application must be identified as intended for either a Post- or Pre-Doctoral Cancer Research Scholar Award.

BACKGROUND:

The New Jersey State Commission on Cancer Research (NJCCR), whose members are appointed by the Governor, was established on January 17, 1983, with the passage of the "Cancer Research Act" by the New Jersey State Legislature. The NJCCR promotes significant and original research in New Jersey into the causes, prevention and treatment of cancer and serves as a resource to providers and consumers of cancer services. By means of this promotion and funding, the NJCCR expects to establish the foundation for the kind of cancer research that will place New Jersey at the cutting edge in the fight against cancer. It also administers the New Jersey Breast, Prostate, and Lung Cancer Research Funds that are fueled by donations given through check-off boxes on the New Jersey State Income Tax forms as well as proceeds from the specialty conquer cancer license plate available from the New Jersey Motor Vehicles Commission. In addition, the NJCCR may accept gifts, grants and bequests of funds from individuals, foundations, corporations, government agencies and other organizations.

The Governor's FY 2015 State Budget included an additional \$1 million for cancer research under the New Jersey Department of Health (NJDOH). The NJCCR in collaboration with the NJDOH is administering these funds for cancer research grants, fellowships and research development awards.

RESEARCH SCOPE:

The NJCCR funds research projects that focus on the genetic, biochemical, viral, microbiological, environmental, behavioral, socioeconomic, demographic and psychosocial aspects of cancer prevention, causes, development, treatment and palliation. Such research may include studies that relate to fundamental issues of cancer, but must use biologic systems, tissues, cells, human subjects or other materials that have a direct relationship to cancer.

REVIEW PROCEDURES AND CRITERIA:

All proposals are reviewed by a panel of scientific experts who are appointed by the NJCCR. The panel evaluates candidate institutions based on academic qualifications, scientific merit of the proposed research areas, the qualifications of the mentors, the adequacy of facilities, institutional support and the relevance of the work to the causes of cancer or methods of clinical treatment.

The reviews and recommendations of the scientific panel are provided to the Commissioners who make the final decision on all awards. The NJCCR reserves the right to consider other contributing factors such as programmatic, geographic and relevancy factors in making decisions among applications that have comparable scientific merit based upon review panel recommendations.

APPLICATION FORMAT:

A *Letter of Intent* MUST be submitted to the Office of the Executive Director prior to accessing the System for Administering Grants Electronically (SAGE). An email “Notice of Intent to Apply” must be sent no later than **COB on October 28, 2014.**

Contact information is provided below:

NJDOH Executive Director: Dr. Monique Howard - monique.Howard@doh.state.nj.us
Or Ms. Josette Kamara - josette.kamara@doh.state.nj.us

A Technical Assistance Meeting will be held **on October 31, 2014.** Location and time will be emailed **by October 20, 2014.** This meeting will be used to review any questions and concerns about the application and SAGE process.

An application for the 2015 Post-Doctoral Scholars and Pre-Doctoral Scholars Cancer Research Awards are to be submitted through the Department’s System for Administering Grants Electronically (SAGE). **The Target Date for the applications to be available on SAGE is October 29, 2014 and must be submitted no later than 3:00 p.m., November 20, 2014 on SAGE.**

Paper submissions will not be considered. Incomplete applications will not be considered and disqualified. Applicants that do not meet the criteria will be rejected. Recipients of the 2015 Pre-Doc and Post-Doc Cancer Research Scholar Awards will be announced **by January 12, 2015.**

Additional Attachments have been included in this application for your convenience.

NEW USER TO SAGE APPLYING FOR THE NJCCR 2015 PRE-DOC AND POST-DOC CANCER RESEARCH SCHOLAR AWARDS :

1. An individual (**Authorized Official**) representing a university/organization requesting to apply for one or more of the NJCCR 2015 Pre-Doc or Post-Doc Cancer Research Scholar Award must register with NJ SAGE on the following website address: www.sage.nj.gov as a ‘new user’.
2. **After the authorized individual has registered on SAGE, they must e-mail Monique Howard at: monique.howard@doh.state.nj.us with their name, so they can be validated as a SAGE user.**
3. When the authorized individual receives an e-mail confirmation of validation from SAGE, they may create the application for the Pre- or Post-Doc Cancer Research Scholar Fellowship.

4. For Technical Assistance regarding SAGE registration or accessing the grant, call SAGE Technical Assistance: Monday through Friday from 9:00 a.m. to 4:00 p.m. at 609-292-7646 or 609-775-5384.
5. For programmatic questions pertaining to the NJCCR 2015 Pre or Post-Doc Cancer Research Scholar application, you can send an e-mail to your NJCCR Program Management Officer (PMO) at njccr@doh.state.nj.us and monique.howard@doh.state.nj.us.

CURRENT SAGE USER APPLYING FOR THE NJCCR 2015 POST-DOC CANCER RESEARCH FELLOWSHIP GRANT:

1. Current SAGE users can log into SAGE using their same username and password. If you cannot access the grant application, you should contact SAGE Technical Assistance from Monday through Friday from 9:00 a.m. to 4:00 p.m. at 609-292-7646 or 609-775-5384.

ELIGIBILITY:

Applicants must be New Jersey non-profit research institutions with formally established and active graduate research programs.

PRE-DOCTORAL:

- Applicants must be United States citizens or have permanent residency status.
- New Jersey residents who meet other qualification standards will have priority (Proof of residency, including New Jersey driver's license, voter registration card or other acceptable evidence, may be required).
- Applicants must be full time graduate students in residence in a proposed course of study directly related to cancer.
- The NJCCR prefers to support pre-doctoral candidates who have completed most of their course work and are concentrating on research projects at least 80% of their time.
- Teaching and other non-research responsibilities should not exceed 20% of time without permission from the NJCCR.

POST-DOCTORAL:

- Candidates of outstanding quality must hold a Ph.D., M.D., Dr. P.H., D.O. or equivalent graduate degree.

- Appropriate degrees must be awarded prior to activation of award.
- Candidate must be accepted for postdoctoral training under the supervision of an appropriate sponsor at a non-profit research institution in New Jersey.
- Senior postdoctoral fellows or candidates pursuing second training fellowships will not be supported under this award.

Additionally, **letters of recommendation and transcripts** must be received in the NJCCR office no later than 3:00 p.m. on the application due date. It is the responsibility of the candidate to make sure letters of recommendation and transcripts arrive at the NJCCR Office on time since these letters must remain confidential. **Late letters of recommendation and transcripts will not be accepted.**

Letters of Recommendation and Transcripts can be emailed to:

monique.howard@doh.state.nj.us

Or Mailed:

**Monique Howard, EdD, MPH
NJ Commission on Cancer Research
50 East State St. 6th Floor
PO Box 364
Trenton, NJ 08625-0364**

***Please note regular mail may be delayed. Send overnight or with advance time to reach the NJCCR office on time.**

TYPE OF FUNDING:

PRE-DOCTORAL SCHOLAR:

- A total of 10 Pre-Doctoral Scholar Awards will be given at \$50,000 each.
- Pre-doctoral fellowships are for two years only, based on availability of funding.
- A stipend of \$22,000 per annum will be awarded for salary plus an additional \$2,200 for fringe and related expenses. \$800/year will be available to attend a scientific meeting for a total of \$25,000.
 - $\$22,000 \text{ salary} + \$2,200 + \$800 = \$25,000 \times 2 \text{ Years} = \$50,000$
- The New Jersey Commission on Cancer Research considers the cost of tuition to be the responsibility of the academic institution. Institutions that accept New Jersey Commission on Cancer Research fellowships must provide tuition remission for the approved fellow.
- Institutions may supplement stipends, but not with other full time fellowship awards or other New Jersey Commission on Cancer Research monies.

- Indirect costs are not allowed in this program.
- NJCCR Pre-doctoral Scholars should be aware that tax reform includes stipends and other portions of these awards as taxable income.

POST-DOCTORAL SCHOLAR:

- A total of 15 Post-Doctoral Awards will be given at \$100,000 each.
- All NJCCR Post-Doctoral Scholar Awards are for two years only.
- A stipend of \$40,000 per annum will be awarded to postdoctoral candidates for salary. An additional \$4,000 will be available for fringe and related costs. The amount of \$6,000 will be available for materials and supplies.
 - $\$40,000 + \$4,000 + \$6,000 = \$50,000 \times 2 = \$100,000$
- Institutions may supplement stipends, but not with other full time fellowship awards or other New Jersey Commission on Cancer Research monies.
- Indirect costs are not allowed in this program.
- NJCCR Post-doctoral Scholars should be aware that tax reform includes stipends and other portions of these awards as taxable income.

BUDGETARY OVERLAP:

The NJCCR does not fund studies that have budgetary overlap with research awards supported by other agencies. Accurate and complete information on actively funded, pending and planned proposals must be provided on the application form entitled “Application for Other Concurrent Support.”

Should funding be accepted from another agency, it is the responsibility of the Scholar or sponsor to notify the NJCCR immediately. The NJCCR is in communication with other funding agencies and reserves the right to investigate any possible overlaps.

COMPLIANCE REQUIREMENTS:

Funding Authorization Number 46.99448.

Terms and conditions for Administration of Health Services Grant (copy available from the NJCCR office upon request).

Applicable Cost Principles - State and Local Governments, Non-Profit Agencies, Hospitals and Educational Institutions - (copy available from the NJCCR office upon request).

Cost Controlling Initiatives – See Appendix A. These must be uploaded to SAGE under Required Attachments.

TERMS:

All progress reports, expenditure reports and payment vouchers must be submitted through SAGE no later than 30 days after the end of this award period. The New Jersey Commission on Cancer Research must be notified immediately if awards are not accepted or canceled. Unspent funds must be returned within 30 days of cancellation.

INSTITUTIONAL RESPONSIBILITIES:

Program administrators and/or grant managers must assure that required progress reports are submitted in a timely and accurate fashion. Failure to submit programmatic reports may delay Scholar payments. All NJCCR Scholars are expected to participate in a Scholars Meeting (time and place to be announced) as well as the Annual Retreat on Cancer Research in New Jersey, which is an approved NJCCR sponsored scientific program. Program administrators should make every effort to assist Scholars in this activity.

Applications may be subject to the Open Public Records Act. Acceptance of this award presumes an understanding of, and agreement with these responsibilities. Failure to comply with these terms may result in grant termination.

PAYMENTS:

Two (2) payments will be made to the institution. The first payment will be an advance payment in the amount equal to 50% of the total award. The remaining balance of 50% will be made upon completion of work and the submission of a final progress report with the expenditure report and payment voucher through SAGE.

FINANCIAL REPORTS AND RECORDS:

Accurate records, including documentation of all transactions, must be maintained. Expenditure reports must be submitted every six (6) months, for the entirety of the fellowship. Due dates will be provided at a later date. All expenditure reports must be submitted through SAGE. **A final expenditure report must be submitted through SAGE no later than 30 days after the end of the award period.** The report must have the signature of the financial officer of the institution. The Commission or its designated representative reserves the right to audit accounts at any time.

FINAL PROGRESS REPORT:

Progress reports must be submitted every six (6) months for the entirety of the fellowship. The due dates will be provided at a later date and will coincide with the expenditure report due dates.

The progress reports are meant to be a short narrative of the progress made during the fellowship period. **A detailed Final Progress report must be completed by the faculty mentor/mentors no later than 30 days after the end of the award period.** The Final Progress Report must summarize the outcomes achieved as a result of the 2015 Pre-Doctoral and Post-Doctoral Cancer Research Scholars Award. The Final Progress Report must also be submitted through SAGE.

ADDITIONAL INFORMATION:

Additional information regarding the terms of the 2015 Pre-Doctoral and Post-Doctoral Cancer Research Scholar Awards can be obtained by emailing the NJCCR at njccr@doh.state.nj.us or writing to:

**Monique Howard, EdD, MPH
NJ Commission on Cancer Research
50 East State St. 6th Floor
PO Box 364
Trenton, NJ 08625-0364**

Attachments:

Appendix A – Cost Controlling Initiatives (Also located in SAGE)

Appendix B – Original NJCCR Application to be uploaded under Miscellaneous Attachments in your SAGE application.